



Bader
ACADEMY

Supporting Pupils with Medical Needs Policy

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Review Cycle	Annual
Review Date	January 2025

An academy within:



Learning together, to be the best we can be



1. Context

- 1.1. Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how Bader Academy will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

2. Principles

- 2.1. We have adopted the key drivers of the 'Supporting pupils at school with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:
- To ensure students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
 - To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
 - To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Recognition

- 3.1. Application to the school has request for parents to provide the school with useful information regarding the pupil's needs.
- 3.2. The primary liaison member of staff will visit schools before admission date to liaise with staff, parents and pupils to highlight areas of need.
- 3.3. Any EHCPs in place will be reviewed to monitor how school supports the pupils.
- 3.4. Medical needs are on record on school Management Information System (MIS). Issues of a sensitive nature are 'flagged up' on a need-to-know basis.
- 3.5. Weekly meetings ensure all staff are aware of emergent or developing medical needs and measures put in place to meet them.
- 3.6. All trips beyond routine request that parents inform school of any specific medical needs that may be relevant for that particular occasion.
- 3.7. When Bader Academy becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs the Senior Leadership Team and Family and Behaviour Team will be informed. The key person



from one of the teams then ensures that all of the relevant staff are notified and begins the process of planning for the child's safe admission to school. Arrangements to support students are ideally in place before they start, or no later than two weeks after their admission.

- 3.8. When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence- usually some form of medical evidence and consultation with parents/carers.

4. Individual Healthcare Plans

- 4.1. Students with medical needs attending the school have an individual healthcare plan where this is required, the plan outlines what needs to be done, when and by whom. Their delegated person will work with parents/carers and healthcare professional to develop healthcare plans.
- 4.2. Not all children with medical needs require a plan. Decisions to not make a healthcare plan are recorded appropriately on the child's file. Healthcare plans are reviewed annually or sooner if the child's medical needs have changed.
- 4.3. Common medical needs are:
- Asthma: pupils are not required to carry their own e.g. salbutamol, but it will be available to them either in the classroom or in the medical room.
 - EpiPen's are kept in a secure but available cupboard in the medical room for pupils downstairs or the staff room for pupils upstairs. Staff receive training.
 - Insulin will be kept in secure but available cupboard, in pupil-specific boxes in the school medical room
 - Children with injuries e.g. broken legs
 - School will try to relocate teaching locations to suit, where possible
 - Release from lessons to avoid crush and allow time
 - Access to e.g. chair lift
 - Where an illness keeps the child off school, work will be arranged to be sent to them, if this is reasonable. Longer term illness may invoke referral to medical access school.

5. Roles and responsibilities

- 5.1. Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- 5.2. Parents/Carers are responsible for:



- Providing the school with sufficient and up-to-date information about their child's medical needs
- Participating in the development and review of their child's individual healthcare plan
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines)
- Ensuring that written records are kept of all medicines administered to children
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.

5.3. The Trust are responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place;
- Ensuring that the school's procedures are explicit about what practice is not acceptable;
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions;
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

5.4. The Headteacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, students and agency Partners;
- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy, First Aiders trained by the school as well as individual members of staff with responsibility for individual children;
- Cover arrangements to ensure availability of staff to meet individual children's needs;
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews;
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date, is shared with all the individuals who need to know about it and reviewed at least annually;
- Providing adequate PPE for all staff.

5.5. Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition;
- Risk assessment for school visits, school journey and other school activities outside of the normal timetable;
- Implementing their actions identified in individual healthcare plans.



6. Links to achievement and social and emotional wellbeing

- 6.1. There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may become anxious or depressed. Long-term absences due to health problems may affect attainment, impact on a student's ability to sustain friendships and affect their wellbeing and emotional health. At Bader Academy we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.
- 6.2. Bader Academy staff are highly skilled in providing excellent social and emotional support. Our team will develop bespoke programmes to support transition following a period of absence working with outside agencies where appropriate.

7. Procedures for managing medicines

- 7.1. Please see the medicines in school policy

8. Emergency procedures

- 8.1. Where a child has an individual healthcare plan, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school know that they should inform a teacher immediately if they think help is needed. If a student needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

9. Extra-curricular activities

- 9.1. Bader Academy staff are fully committed to actively supporting students with medical needs to participate in the full life of the school including trips and visits. Healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all students to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician states that this is not possible).
- 9.2. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This includes consultation with the student, the parents/carer and any relevant external agency involved in the care of the child.



10. Unacceptable practice

10.1. In order to keep all students safe and well we are very clear that the whole team know what is not acceptable practice.

10.2. It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion;
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition;
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition;
- Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues;
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school.

11. Support for children with allergies and medical conditions

11.1. On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Family and Behaviour Team or a member of SLT will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate they will then develop an allergy student profile which includes a picture of the student, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the student file.

11.2. Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the students' classroom and the other held centrally. The Family and Behaviour team will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it.

11.3. Teachers and support staff will be trained on how to use an Epi-Pen. The admin keeps a list of the staff trained and their training.



12. Training

- 12.1. Training to support the school in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of practitioners. Bader Academy undertakes whole school awareness training, induction training for new members of staff and training for individually identified members of staff.
- 12.2. We work in partnership with the school nurse to determine what training is required to meet the medical needs of the Bader Academy cohort. We regularly review our training programme in response to changes in staffing, changes in student population and reviews of healthcare plans.

13. Other professionals

- 13.1. Bader Academy works closely with a range of other professionals when supporting a child with medical needs including GPs, school nurses, psychologists and specialist provision in hospitals etc.
- 13.2. We have the support of the school nursing service who work closely in partnership with the school and parents/carers.



Appendix A
**BADER ACADEMY - PARENTAL AGREEMENT FOR SCHOOL
TO ADMINISTER MEDICATION**



**Bader
ACADEMY**

**Parental Agreement for Bader Academy
to Administer Medicine**

Bader Academy will not give your child medication unless you complete and sign this form.

Name of child	
Date of Birth	
Class	
Medicine Information	
Name/type of medicine <i>(as described on the container including strength)</i>	
Dosage	
Route	
Enteral medication Pre and Post flush amounts	
Time of administration	
Any administration instructions	
Side effects that school needs to know about?	
Self-administration	Yes / No
NB: Medicines must be in the original container as dispensed by the pharmacy No opened medication will be accepted into school. Expiry date must be clearly labelled Prescription labels must be CLEAR and include child's name.	
Contact Details – Please refer to pupil record card/MIS System	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to undertake aspiration in accordance with the school policy.
I will inform Bader Academy, in writing, when any changes to this if there are any changes in dosage, frequency or if the medicine is stopped.

Signed: _____ Name: _____ Date: _____
School Representative

Signed: _____ Name: _____ Date: _____
Parent/Carer

Where possible we encourage medication to be administered outside of school hours. However, if there are four doses per day or if they are time specific school will gladly administer.

TO BE UPDATED EACH ACADEMIC YEAR OR WHEN CHANGES ARE NECESSARY



Appendix B ROUTINE MEDICATION CARE PLAN



Routine Medication Care Plan

Name:
D.O.B & Address:
Completed By:

Medication Details	
Name of Medication	
Purpose of Medication	
Common side effects - inform parents	
Uncommon side effects - requiring medical advise	
Serious side effects - call 999	
<i>This is not a complete list of side effects, any concerns contact parents or seek medical advice.</i>	
Administration Details	
Dosage	
Timing	
Method	
Equipment used	
Contact Details	
Parent/Carers contact number	
Emergency contact	
Doctor	
Consultant	
Consent	
I agree to a trained member of school staff administering the medication in the way described in this care plan.	
I agree to notify the school of any changes to dosage/medication in writing.	
I agree to send in medication with the original pharmacy prescription label attached.	
I understand that the school will only be able to administer medications as stated on the prescription label.	